

Requirements For the Release of Landscape/Street Tree Surety Bonds

Steps that need to be taken before submitting Request For Release form:

- After street trees or landscaping have been installed for the period of one year, please re-inspect the plant material to see if it is all in viable growing condition. Plantings that have not survived this period should be replaced by a nursery or landscape contractor. Note that if the replant material does not survive, additional plantings are not required to be installed a third time. However, a list of these plants should be maintained and submitted with the Request for Release Form.
- Prepare a list of names and addresses of people who requested that street trees and/or landscape screening not be installed on or adjacent to their property.
- Prepare a list of addresses where trees were not installed due to obstacles such as light poles, fire hydrants or utilities.
- Please note any changes in the subdivision from the approved development application (i.e. addresses, street names, subdivision name).

After completion of the listed above please submit following:

- The **Request for Release of Landscape Surety Form** should be filled out by the developer with copies sent to the City of Lincoln Parks and Recreation Department and the City of Lincoln Law Department. This form is available on-line at: **<http://www.lincoln.ne.gov/City/plan/databank/apforms/land.pdf>**
- Attach to this release form, a letter from the nursery or landscape contractor verifying that installation of street trees/landscaping is in conformance with the approved landscape plan. This letter should include a date(s) of installation, and should be printed on letterhead of the nursery or landscape contractor.
- After these materials are received by Parks and Recreation staff, a field inspection will be conducted, either in the Spring (approximately June 1) or in the Fall (approximately Sept. 1). If all required plantings are complete, the surety bond will be released.
- * Please note that there is not a charge for the initial inspection. Subsequent inspections required due to incomplete work will be charged at an hourly rate for staff time and equipment.